



USA Staffing

USA Staffing Reporting & Analytics

Reporting and Analytics Workgroup Meeting

December 19, 2019

Created by the OPM Federal Staffing Center

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Agenda

- **Program Updates**
- Cognos Performance Metrics

- **Modifications to Reports and Data Models**
 - Reports
 - Data Models
 - Staffing Reports
 - Applicant Flow Data Analytics
 - Staffing Administration
 - Time to Hire



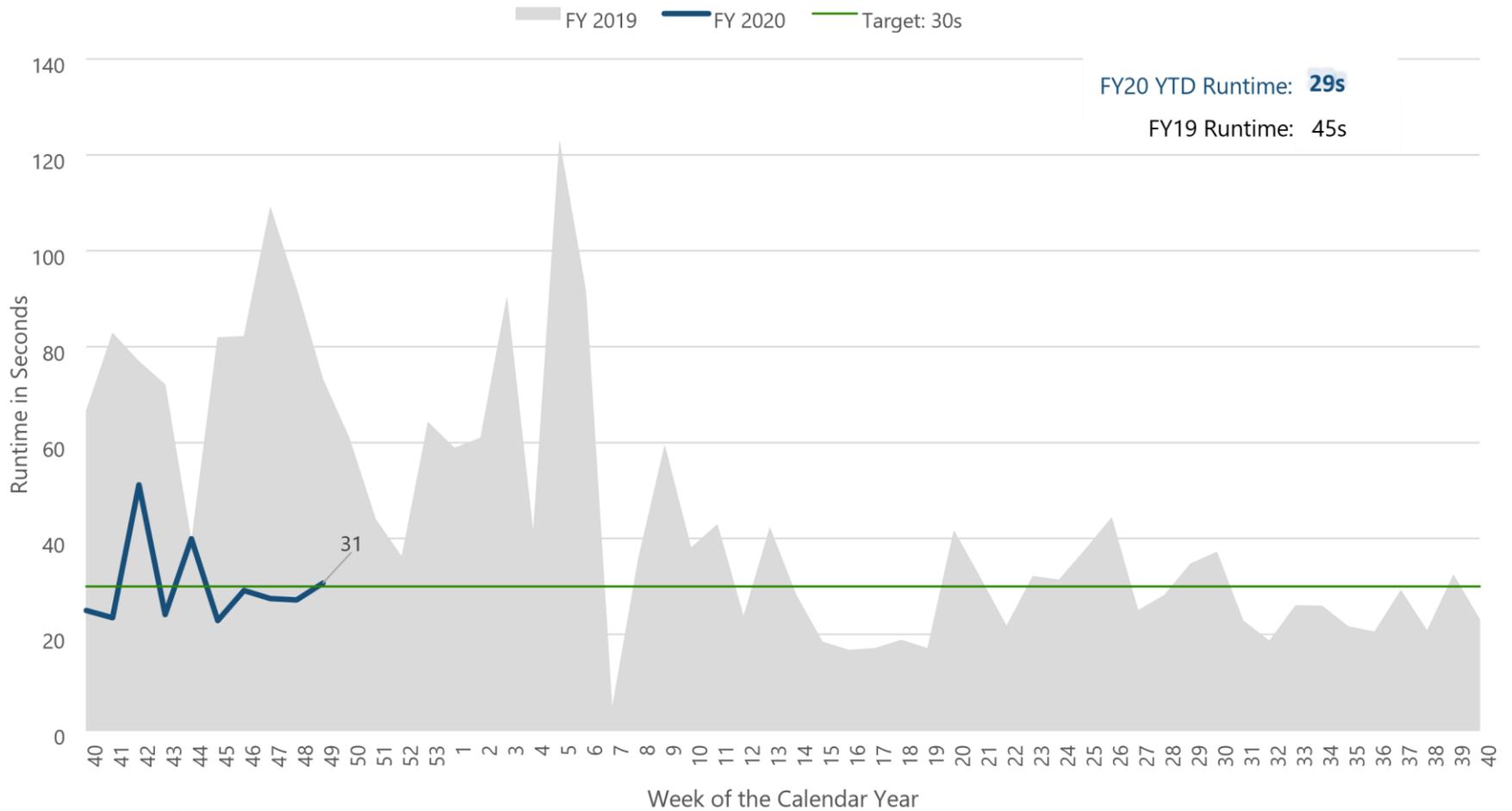
- **Cognos Tips**
- Removing Value Prompt Header Text
- **Open Demo and Q&A**

Cognos Performance Metrics



ART Remained Below target at 27, Then Rose to 31s at Wk49

Average Successful Report Runtime by Week



FY20 YTD Runtime: 29s

FY19 Runtime: 45s

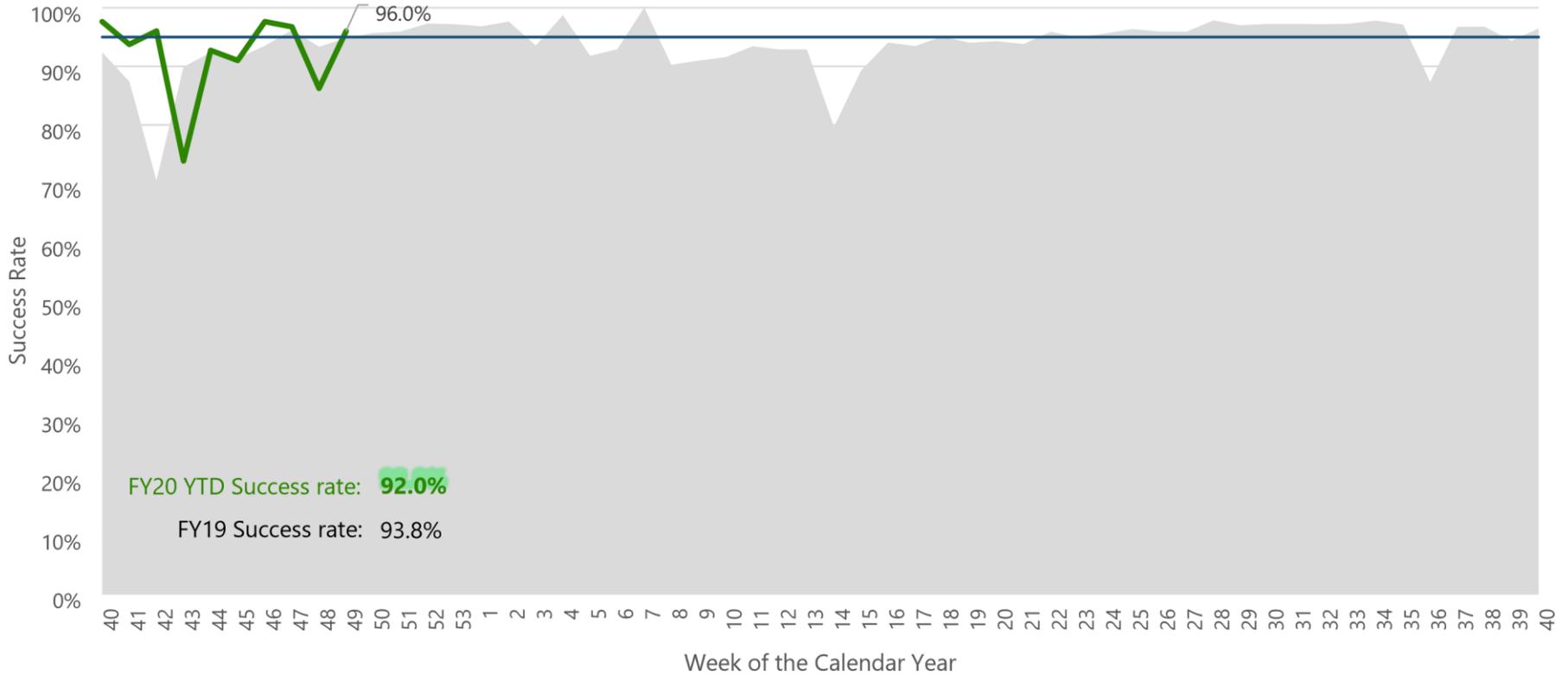
Note: Does not include Batch or DSS reports



Success Rate Remained Volatile, Dropped to 86% at Wk48 then Rose to 96% at Wk49

Percentage of Successful Report Runs by Week

FY19 FY20 Target: 95%





Modifications to Reports and Data Models

Sprint 27 deployed to Production on November 13th

Sprint 28 deployed to Production on November 26th

Sprint 29 deployed to Production on December 11th



Reports

New/Modified Reports The Applicant Flow Data Detail Report – deployed

November 26th

The Applicant Flow Data Detail report was modified. The report includes detailed data related to applicant responses to ethnicity/race and sex demographic questions in the USAJOBS job seeker profile. Information gathered from this report can be aggregated to respond to MD715 2.0 requirements or to complete other AFD analyses. The report was modified to remove the Vacancy Customer Name field from the report output. Since a vacancy can have multiple customers this field would cause individual applications to appear once for each customer, inflating overall totals.

[Team Content](#) > [USA Staffing Packages and Folders](#) > [Applicant Flow Data](#) > [Applicant Flow Data Analytics](#)

The Military Spouse Eligibility Overview Report – deployed November 26th

The Military Spouse Eligibility Overview Report was created. The report displays recruitment information related to military spouse eligibilities. The report pulls data by fiscal year and summarizes it at the Department and Agency level. The report can be used to gather data



required by OPM for Agency Non-Competitive Hiring Authority of Military Spouses Annual Reporting.

[Team Content](#) > [USA Staffing Packages and Folders](#) > [Staffing Reports](#) > [Staffing](#) > [Other](#)

Reports

New/Modified Reports User Accounts Customer Totals Report – deployed

December 3rd

The User Accounts Customer Totals report was modified. The report displays counts of Hiring Manager and Onboarding accounts by Organization and Customer. The report was modified to filter out retired users.

[Team Content](#) > [USA Staffing Packages and Folders](#) > [Staffing Analytics](#) > [User Licenses](#)



User License Office Totals Report – deployed December 3rd

The User License Office Totals report was modified. The report provides a summary of paid and unpaid licenses by offices within an organization. The report was modified to filter out retired users.

Team Content > USA Staffing Packages and Folders > Staffing Analytics > User Licenses

Reports

New/Modified Reports User License Organization Totals Report – deployed December 3rd

The User License Organization Totals report was modified. The report displays counts of paid and unpaid user licenses allowed next to counts of accounts in use. The report was modified to filter out retired users.

Team Content > USA Staffing Packages and Folders > Staffing Analytics > User Licenses



User License User Accounts Report – deployed December 3rd

The User License User Accounts report was modified. The report displays details about the user accounts within an office. The report was modified to filter out retired users. Team

[Content](#) > [USA Staffing Packages and Folders](#) > [Staffing Analytics](#) > [User Licenses](#)

Reports

New/Modified Reports

User License User Accounts by Customer Report – deployed December 3rd

The User License User Accounts by Customer report was modified. The report Displays details about the Onboarding and Hiring Manager user accounts within a Customer. The report was modified to filter out retired users.

[Team Content](#) > [USA Staffing Packages and Folders](#) > [Staffing Analytics](#) > [User Licenses](#)



Applicant List by Certificate Number – deployed December 4th

The Applicant List by Certificate Number report was created. The report displays a list of applicants, including their email address, based on an entered Certificate Number.

Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Applicant Lists

Staffing Reports

Data Model Changes

Veterans Preference Codes – deployed November 13th

Updated logic:

- [Applications].[Application].[Application Veterans Preference Claimed Code]
- [Applications].[Application].[Application Veterans Preference Adjudicated Code]
- [Certificates].[Certificate Applications].[Certificate Application Veterans Preference Code]

These fields have historically been generated by parsing the first two or three characters in the associated Description fields. The values in the Description fields come from syncing our database with USAJOBS. However, USAJOBS has changed the values in the Description fields



so that the embedded Codes are no longer consistently located within them, which has made these fields impossible to parse.

To address this issue, and to mitigate any issues from future changes outside of our control, we are hard coding in values for Codes rather than parsing the Description fields. We are also taking this opportunity to create a new code for derived XP Veterans Preference, which will enable reporting on the two different types of XP claims and adjudications. The Codes and their current associated Descriptions (which are always subject to change) are as follows:

Staffing Reports

Data Model Changes Veterans Preference Codes (continued) – **deployed**

November 13th

Code	Value
NV	No, I do not claim Veterans' Preference
TP	5-point preference based on active duty in the U.S. Armed Forces (TP)



XP	10-point preference for non-compensable disability or Purple Heart (XP)
CP	10-point preference based on a compensable service connected disability of at least 10% but less than 30% (CP)
XPD	10 point preference based on widow/widower or parent of a deceased veteran, or spouse or parent of a disabled veteran (XP)
CPS	10-point preference based on a compensable service connected disability of 30% or more (CPS)
SSP	0-point Sole Survivorship Preference (SSP)
NP	NP - No Preference.

Staffing Reports

Data Model Changes

Business Logic – deployed November 13th

It was recently discovered that, if two applications were merged, one of the database views used to populate the Certificates namespace was still showing both applications rather than only the final merged application. This was resulting in over counting applications in the



Certificates namespace. Logic was added to only show the final merged application in this namespace so that counts of applications would be accurate.

Position Description Numbers – deployed December 11th

Added new query items to enable reporting on position description numbers in a single field. These are concatenated fields to be used when reporting on Position Description Numbers from career ladder requests that span multiple Position Description Numbers.

- [Applications].[Request Position Descriptions].[Request Position Description Numbers]
- [Applications].[Vacancy Position Descriptions].[Vacancy Position Description Numbers]

Applicant Flow Data Analytics

Data Model Changes

Veterans Preference Codes – deployed November 13th

Updated logic:

- [Applicant Flow Data].[Applications].[Application Claimed Veterans Preference Code]
- [Applicant Flow Data].[Applications].[Application Adjudicated Veterans Preference Code]



These fields have historically been generated by parsing the first two or three characters in the associated Description fields. The values in the Description fields come from syncing our database with USAJOBS. However, USAJOBS has changed the values in the Description fields so that the embedded Codes are no longer consistently located within them, which has made these fields impossible to parse.

To address this issue, and to mitigate any issues from future changes outside of our control, we are hard coding in values for Codes rather than parsing the Description fields. We are also taking this opportunity to create a new code for derived XP Veterans Preference, which will enable reporting on the two different types of XP claims and adjudications. The Codes and their current associated Descriptions (which are always subject to change) are as follows:

Applicant Flow Data Analytics

Data Model Changes Veterans Preference Codes (continued) – deployed

November 13th





Code	Value
NV	No, I do not claim Veterans' Preference
TP	5-point preference based on active duty in the U.S. Armed Forces (TP)
XP	10-point preference for non-compensable disability or Purple Heart (XP)
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XPD	10 point preference based on widow/widower or parent of a deceased veteran, or spouse or parent of a disabled veteran (XP)
CPS	10-point preference based on a compensable service connected disability of 30% or more (CPS)
SSP	0-point Sole Survivorship Preference (SSP)



NP

NP - No Preference.

Since the Applicant Flow Data Analytics package is populated by loading values from the transactional database, any incorrect Codes that were loaded were not automatically changed once the transactional database was changed. An update script was run on November 26th to change these Codes to the correct values.

Staffing Administration

Data Model Changes Position Description Library Namespace – **deployed**

November 16th

Added a new namespace, query subject, and associated query items. The Position Description Library namespace is being added to enable reporting on the content of position descriptions in the USA Staffing Library. The initial deployment contained foundational fields, and new fields will be added in subsequent deployments.

- [Position Description Library].[Position Description].[Date of Position Approval]



- [Position Description Library].[Position Description].[Introductory Statement Text]
- [Position Description Library].[Position Description].[Position Description Number]
- [Position Description Library].[Position Description].[Position Description Owning Office]
- [Position Description Library].[Position Description].[Position Description Status]
- [Position Description Library].[Position Description].[Position Title]
- [Position Description Library].[Position Description].[Position Description Last Modified Date/Time]

Staffing Administration

Data Model Changes Position Description is Archived – deployed December 11th

Added a new query item. A flag field indicating whether or not a Position Description has been Archived

- [Position Description Library].[Position Description].[Position Description Is Archived]



Position Series-Grades-Specialties – deployed December 11th

Added new query subject and associated query items to enable reporting on pay plan, series, and grade information.

- [Position Description Library].[Position Series-Grades-Specialties].[Position Grades]
- [Position Description Library].[Position Series-Grades-Specialties].[Position Pay Plan]
- [Position Description Library].[Position Series-Grades-Specialties].[Position Series]
- [Position Description Library].[Position Series-Grades-Specialties].[Position Specialties]

Time to Hire

Data Model Changes Time to Hire Reporting Package – deployed November 16th

A new reporting package was deployed. The purpose of this package is to enable reporting on key time to hire metrics based on a data warehouse structure, which will greatly improve the performance of reports. The initial deployment contained foundational fields, and new fields will be added in subsequent deployments.

- Metrics Folder
 - Time to Hire Days query subject (contains fields calculating the difference between two dates)
 - Time to Hire Metrics Dates query subject



- Milestone Dates Folder ○ Time to Hire Milestone Dates query subject
- Organizational Information folder ○ Organization and Office query subject
- Request Information Folder ○ Request
- Vacancy Information Folder ○ Vacancy

Time to Hire

Data Model Changes Announcement Information Folder – deployed December 11th

Added a new query subject and associated query items to enable reporting on announcement attributes.

- [Time to Hire].[Announcement].[Announcement Number]



- [Time to Hire].[Announcement].[USAJOBS Control Number]

Vacancy Information Folder – deployed December 11th

Added a new query item to enable reporting on position job titles (as they appear on USAJOBS).

- [Time to Hire].[Vacancy].[Vacancy Job Title]

Cognos Tips

Removing Value Prompt Header Text



Cognos Tip – Removing Value Prompt Header

Text

Example:



Cognos Tip – Removing Value Prompt Header

Text



Cognos Tip – Removing Value Prompt Header

USA Staffing® Reporting

Applicant Scores by Assessment

Description: The Applicant Scores by Assessment Report displays information for a particular vacancy to help gain greater understanding of ratings for applicants.

Use Case: Use this report to view a vacancy's list of applicants and their ratings.

Parameters: Please enter a Vacancy Number (Required):

*

Please select an Assessment Type (Optional):

- Application Assessment Type
- External Questionnaire

Please select 1 or more Series (Optional):



Cognos Tip – Removing Value Prompt Header

Text

Step 1



Cognos Tip – Removing Value Prompt Header

The screenshot shows the Cognos report interface for 'Applicant Scores by Assessment'. The report title is '<%ReportName (%)%>'. The report description states: 'The Applicant Scores by Assessment Report displays information for a particular vacancy to help gain greater understanding of ratings for applicants.' The use case is: 'Use this report to view a vacancy's list of applicants and their ratings.' The parameters section includes a required parameter 'Please enter a Vacancy Number (Required):' with a text input field containing 'a1' and a 'Next' button. Below this is an optional parameter 'Please select an Assessment Type (Optional):' with a dropdown menu. A red box highlights the dropdown menu, and a red arrow points from it to the 'Value Prompt Header' icon in the top right corner of the report header area.

Text

Step 2



Cognos Tip – Removing Value Prompt Header

USA Staffing® Applicant Scores by Assessment * Value prompt

<%ReportName ()%>

Description: The Applicant Scores by Assessment Report displays information for a particular vacancy to help gain greater understanding of ratings for applicants.

Use Case: Use this report to view a vacancy's list of applicants and their ratings.

Parameters: Please enter a Vacancy Number (Required):

Next

Please select an Assessment Type (Optional):

POSITIONING	
Size & overflow	
Floating	
Visible	
MISCELLANEOUS	
Name	valprm_AssessmentT
PROMPT TEXT	
Header Text	Automatic
Choices Text	Automatic
From Text	Automatic
To Text	Automatic
Lowest Value Text	Automatic
Highest Value Text	Automatic
Choices Select All Text	Automatic
Choices Deselect All Text	Automatic
Results Select All Text	Automatic
Results Deselect All Text	Automatic
Deselect Text	Automatic
Insert Text	Automatic

Text



Cognos Tip – Removing Value Prompt Header

Step 3-4



Cognos Tip – Removing Value Prompt Header

Text

Value prompt

POSITIONING	
Size & overflow	
Floating	
Visible	
MISCELLANEOUS	
Name	valprm_AssessmentT
PROMPT TEXT	
Header Text	Automatic
Choices Text	Automatic
From Text	Automatic
To Text	Automatic
Lowest Value Text	Automatic
Highest Value Text	Automatic
Choices Select All Text	Automatic
Choices Deselect All Text	Automatic
Results Select All Text	Automatic
Results Deselect All Text	Automatic
Deselect Text	Automatic
Insert Text	Automatic

Header Text

Automatic text

Specified text

OK Cancel

Value prompt

POSITIONING	
Size & overflow	
Floating	
Visible	
MISCELLANEOUS	
Name	valprm_AssessmentT
PROMPT TEXT	
Header Text	
Choices Text	Automatic
From Text	Automatic
To Text	Automatic
Lowest Value Text	Automatic
Highest Value Text	Automatic
Choices Select All Text	Automatic
Choices Deselect All Text	Automatic
Results Select All Text	Automatic
Results Deselect All Text	Automatic
Deselect Text	Automatic
Insert Text	Automatic



Cognos Tip – Removing Value Prompt Header

Text

Step 5



Cognos Tip – Removing Value Prompt Header

Text



Cognos Tip – Removing Value Prompt Header

USA Staffing® Reporting

Applicant Scores by Assessment

Description: The Applicant Scores by Assessment Report displays information for a particular vacancy to help gain greater understanding of ratings for applicants.

Use Case: Use this report to view a vacancy's list of applicants and their ratings.

Parameters: Please enter a Vacancy Number (Required):

*

Please select an Assessment Type (Optional):

[Deselect](#)

Please select 1 or more Series (Optional):



Open Demo and Q&A



Resources and Contacts

IBM Cognos Analytics User Guide

The official IBM user guide for Reporting via Cognos Analytics:

https://www.ibm.com/support/knowledgecenter/SSEP7J_11.0.0/com.ibm.swg.ba.cognos.ug_cr_rptstd.doc/ug_cr_rptstd.pdf?view=kc

USA Staffing Resource Center

Under the Reports and Analytics section, you'll find presentations from previous workgroup sessions and other resources:

[https://help.usastaffing.gov/ResourceCenter/index.php/USA Staffing Upgrade Resource Center](https://help.usastaffing.gov/ResourceCenter/index.php/USA_Staffing_Upgrade_Resource_Center)



Cognos Report Author Training Sessions

An overview of USA Staffing data with practical exercises in running standard reports and developing custom reports in Cognos. Contact your Account Manager if you are interested in scheduling a session for the report authors in your organization **Need Help?**

If you are experiencing issues accessing Cognos or need help to create or troubleshoot a report, submit a HelpDesk ticket through USA Staffing. If you are unable to submit a HelpDesk ticket, please contact us at

USAStaffingData@opm.gov

